



UNITED STATES DISTRICT AND BANKRUPTCY COURTS
FOR THE
DISTRICT OF COLUMBIA

POSITION: Court Reporter (11-03)
LOCATION: Washington, DC
SALARY RANGE: 00/1, 2, 3 or 4 (\$79,846 - \$91,823)

OPENING DATE: March 18, 2011 **CLOSING DATE:** Open Until Filled

POSITION OVERVIEW:

The position is located in the Clerk's Office, United States District Court for the District of Columbia (USDC – DC). The incumbent of this position will be assigned to an Article III Judge and is responsible for the recording and transcription of verbatim testimony of court sessions and/or other proceedings.

QUALIFICATIONS:

The position requires the ability to record verbatim testimony of court and other proceedings, to read back any or all portions of the court record, to work well under pressure, and to produce transcripts within required time limitations. Realtime proficiency is required.

Only applicants meeting the following minimum eligibility requirements and qualifications will be considered:

Four years of prime court reporting experience in the freelance field of service, in other courts, or a combination thereof (*e.g.*, depositions, adversary proceedings before a presiding official, grand jury proceedings);

Reporters shall have tested successfully for listing on the registry of professional reporters of the National Court Reporters Association (NCRA) or have passed an equivalent qualifying examination. If a reporter has qualified by other than NCRA testing, evidence of equivalent certification **MUST** be provided;

Real time proficiency and RPR certification is required.

The ability to record and transcribe 180 words per minute for literary matter, 200 words per minute for jury charge, and 225 words per minute for testimony, at 95% accuracy within 3.5 hours;

Skilled in the use of Computer-Aided transcription equipment;

Possess and provides all necessary personal equipment and software.

BENEFITS:

A generous benefits package is available to full-time permanent employees which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service towards leave accrual rates and retirement

CONDITIONS OF EMPLOYMENT:

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.

Final candidates will undergo a background check.

Employees of the United States District Court are **Excepted Service Appointments**. Excepted service appointments are at will and can be terminated with or without cause by the court.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

APPLICATION INFORMATION:

Qualified persons interested in being considered for this position are invited to submit a resume detailing all relevant experience, education and skills, cover letter explaining how their experience relates to the position requirements and an AO 78 Application for Federal Judicial Employment.

<http://www.dcd.uscourts.gov/AO078.pdf>

All application materials are to be sent to:

Human Resources Department
United States District and Bankruptcy Courts, DC
333 Constitution Avenue, NW
Washington, DC 20001

Via fax:

(202) 354 - 3528

Via email:

DCD_HUMANRESOURCES@dcd.uscourts.gov

If your application packet does not provide all information requested, you may lose consideration for this position.

Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice.

Applicants selected for interviews must travel at their own expense. Relocation expenses for the successful candidate are not guaranteed, but may be reimbursed given a favorable budget situation and upon appropriate approvals.

Equal Employment Opportunity Employer.